

## Event Signup Form

This form must accompany all deposits and payments to ensure proper credit.  
Return form, with your payment, to the next meeting or return to: Erie Ski Club, P.O. Box 3434, Erie, Pa. 16508

Name: \_\_\_\_\_

Phone (H): \_\_\_\_\_ (W): \_\_\_\_\_ Cell: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Number in party: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Trip or Event Name: \_\_\_\_\_

Prefer to room with: \_\_\_\_\_

ESC Trip sign-up and Cancellation Policies – Last modified 01/12/2008

### 4.3 CONFIRMATION AND PAYMENT

All events will be filled on a 'first come, first served' basis.

4.3.1 To be confirmed, complete registration and release forms and a payment of the required deposit must be received by the event chairman.

4.3.2 The cut-off date for sign-ups and/or payment schedule dates will be listed in the club newsletter. There is a \$10 fee for the first late payment. Subsequent late payments may result in the member being moved to the waiting list. Mailed payments will be judged by the postmark as determined by the event chair or the treasurer.

**4.4 CANCELLATIONS & REFUNDS:** Personal notification of any cancellation must be received in writing by the chairperson of the event prior to the event for any refund of money. (Time restraints to be determined by the chairperson of the event). Hearsay cancellation shall not be acceptable. Emergency cancellations will be considered on a case-by-case basis.

4.4.1 If a confirmed participant must cancel and there is no waiting list, it is the participant's responsibility to find a replacement. If no replacement is found, the canceling participant is responsible for all non-recoverable expenses specifically incurred by the club.

4.4.1.1 Non-recoverable expenses do not include the fixed costs of an event (i.e.: bus cost, hall rental, etc.)

4.4.2 The amount of refund, if any, will be determined by a vote of the board on a case-by-case basis.

4.4.3 If it becomes necessary for the club to cancel an event due to weather, lack of participation, or other reasons, all money paid by participants will be refunded.

4.4.4 Refunds will be made in a timely manner, pending board review and resolution of event finances.

4.4.5 Roommate requests must be specified on the registration form for each trip. Requests and/or exclusions cannot be guaranteed due to the limited room allocations.

### **\*\*Read Carefully\*\***

**NOTICE:** Trips out of the country – You must have a current passport, which does not expire until 6 months after your scheduled return. If you have been convicted of a crime – including D.U.I., you may be refused entry into the subject country and should contact the country's embassy or Consular General for the proper procedure/clearance. The Erie Ski Club, its suppliers, tour operators etc. will not be responsible for denied entry.

I acknowledge receipt of and agree to the above terms,

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date